POSITION TITLE: NETWORK ADMINISTRATOR

SALARY RANGE: Start: $64,501 - $95,493 Maximum

The City of Middletown is accepting applications for the position of Network Administrator. This position is located in the Technical Services Department. Completed City of Middletown *Application for Employment* forms must be <u>received</u> in the Human Resources Division **no later than 4:30 p.m. on November 4, 2015.** Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:
Bachelor's Degree in Computer Science, Telecommunications Engineering, Network Engineering, Electronic Engineering, Computer Engineering, or other closely related four (4) year degree is required; and a minimum of two (2) years' experience in the installation and support of LAN and WAN technologies is required. Position requires experience in the administration of an email environment with more than 200 users as well as experience with various communications routers, switches, firewalls and related protocols, network design, deployment and troubleshooting. Experience with Microsoft Exchange is preferred. Thin Client or Server-Based experience using Citrix or Microsoft products is preferred. Position requires a valid Connecticut Driver's license. Candidate will be required to successfully pass a full background check by the City of Middletown. (**Copy of required license must be attached to application**)

POSITION PURPOSE: The purpose of this position is to be responsible for maintaining the system operating framework including all electronic devices, operating systems, network functionality, security, email system support, and user training and support for all City departments. The position reports to the Director of Information Systems or his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Responsible for network hardware and software installation and support. Monitors all activities of network facilities; executes testing and analysis of all elements of the network facilities including software, power, communications, lines and terminals. Ensures networks are secure and resolves issues with security breaches. Provides reports for network performance and utilization and troubleshoot problems with the networks; and coordinates the implementation and use of all Internet, Intranet and Extranet activities Responsible for the configuration and operation of all computerized systems; research on problems or errors within the networking system and subsystems and recommend solutions for recovery or repair. Maintains integrity of all network configuration and parameters and the backup and restoration operations of the same. Responsible for all network component maintenance; performance of diagnostics on a routine basis to identify deficiencies in the network. Recommends and makes improvements to configurations to achieve operating efficiencies. Troubleshoots server and client systems, hardware and software troubleshooting; Microsoft server administration. Supervises the use of the Microsoft Exchange email system. Including all security and business continuity issues. Setup user email policies, insure system backup, and maintain email database consistency. Sets up computers; installs basic and specialized software; refurbishes old computers. Helps set up and wire new system users. Upgrades hardware; replace hard drives, and memory. Troubleshoots and resolves software and hardware problems; answers support questions via phone, e-mail, and helpdesk support ticket system; coordinates services and support by vendors; maintains service company logs. Researches complex computer problems. Responds to emergencies. Instructs users in the use of hardware and software. Provides training manuals and classes to users; writes training manuals. Attends meetings as required, and may assist in the supervision of staff. Will require occasional work outside of standard business hours. Electronically catalogs and maintains database of user ID's, passwords, workstation specifications and end user problems. Install and configure software applications and troubleshoot various corresponding hardware related issues including equipment upgrades. Performs backup on servers and maintains network systems by troubleshooting problems. Performs other related functions as assigned or required.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Department prior to the application closing date or the testing date, whichever is applicable.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER